



**DISTRICT COURT OF THE VIRGIN ISLANDS
OF THE UNITED STATES**

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CHAMBERS OF
RAYMOND L. FINCH
DISTRICT JUDGE

July 16, 2007

MEMORANDUM

With the advent of electronic filing, I am adopting the following policies, effective immediately:

Parties are to submit one paper courtesy copy for chambers of (1) any motions to dismiss, motions for judgment on the pleadings, motions for summary judgment, or motions in limine, together with memorandum in support and any exhibits; (2) any opposition memorandum, including exhibits; and (3) any reply memorandum in support, including exhibits. Such submission may be made by delivery to the clerk's office or by mail to the chambers of Judge Raymond L. Finch. A printed copy of the Notice of Electronic filing must be attached to the front of each submission.

All proposed orders are to be emailed in WordPerfect format to the chambers' email address, **finch_chambers@vid.uscourts.gov**. The subject line should state the case name and number and "Proposed Order."

All jury instructions are to be emailed in WordPerfect format to the chambers' email address, **finch_chambers@vid.uscourts.gov**. The subject line should state the case name and number and "Jury Instructions."

Thank you for your consideration in abiding by these policies.

A handwritten signature in black ink, appearing to read "Raymond L. Finch".

Raymond L. Finch